PAY DAY - YOUR CHECK

1.0 Pay Day is always on the first of the month except when the first falls on a Sunday or a Holiday.

1.1 A table of pay periods is on the opposite page.

1.2 Following are a few suggestions for you to bear in mind if you are interested in getting your pay check as early as possible and on time.

A. Make sure your Absence Request (Form #634) has been properly completed and approved by your Supervisor and is in the hands of the Timekeeper well before pay day. This is your personal responsibility.

B. With over 1300 employees to serve on each pay day the Timekeeping and Personnel Offices are extremely busy in their efforts to see that each individual receives his pay warrant, that it is for the correct amount and that all absence requests are in and approved before the check is released to the employee. Any time required to answer questions on sick leave, vacation, salary increases, etc., on the day before, or on pay day, only increases the workload and delays operations all around. Therefore, unless there is an extreme emergency and dire need for such information, postpone your questions until AFTER PAY DAY - PLEASE!

C. If you have not been employed long enough to have earned and accumulated sick leave or vacation and must be absent, you must be docked for the days which you were not on duty.

2.0 The Timekeeping Office tries to report all docks as soon as they are informed of them in order that the employee may receive as much of his check as possible without undue delay.

3.0 Normally the 23rd of each month is the "cut-off" deadline unless the 23rd happens to be a Saturday or Sunday, then the last Friday before the 23rd is "cut-off". If the 23rd falls on Monday, the preceding Friday becomes the "cut-off" date. If the 23rd falls on a Holiday, the day before becomes the "cut-off" date.

A. The "cut-off" date is the deadline date on which the State Disbursing Office must have all information pertaining to employees' pay for that pay period.

B. When the Timekeeping Office must report a changed attendance after the "cut-off" date the pay check must be reissued and consequently delayed.

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1020 "O" STREET
SACRAMENTO, CA 95814

anoma State Hospital
ursing Ward Routine & Procedure

ACCIDENTS INVOLVING STATE VEHICLES

1.0 The Security Department handles all accident reports involving State vehicles on or off the Hospital grounds.

2.0 If you are involved in an accident while operating a State vehicle, the following procedure is to be followed:

A. If no vehicle other than your own is involved, make a complete report of the pertinent facts in your own handwriting on Accident Report Form #270 which is in the glove compartment of vehicle. Sign your name and take to the Security Department IN PERSON within 24 hours.

B. If accident occurs on the Hospital grounds and involves other vehicles beside your own (whether State or private) or property damage, obtain license number of other vehicle, name of owner, the names of all witnesses and all other pertinent facts. Before moving vehicle, call the Security Office so that an investigation can be made if necessary.

3.0 If accident occurs off the Hospital grounds and does not involve any vehicle other than your own and there is no property damage, proceed as in 2.0-A above. Be sure to get the names of any witnesses who observed the accident.

3.1 If the accident occurs off the Hospital grounds and another vehicle is involved or any personal or property damage is sustained, where the damage is slight comply with the following:

A. Notify the proper authorities: California State Highway Patrol, City Police or County Sheriff's Office.

B. Notify the Security Office by telephone immediately. Do not attempt to move your vehicle.

C. Secure names of all witnesses and investigating officers.

3.2 If the accident occurs off the Hospital grounds and involves considerable property damage or personal injury, comply with the following:

A. Notify the proper authorities: California State Highway Patrol, City Police or County Sheriff's Office.

B. In event of serious bodily injury, notify the Security Office by telephone, and do not attempt to move vehicle or injured person or persons unless California Highway Patrol authorities direct you otherwise.

C. Secure names of all witnesses and investigating officers.

D. In any case, when you are driving a State-owned vehicle that is involved in an accident, no matter how slight, a report must be submitted to the Security Office within 24 hours on Accident Form #270. This procedure is required by State Law and is for your benefit.

POLICE POWERS AND FUNCTIONS OF THE SECURITY UNIT - cont.

9.0 The Security Unit will be concerned with the specific enforcement of this section which further states: The Business Manager and each police officer have all the powers of Peace Officers.

9.1 The Security Unit will be responsible for the regular patrolling of the grounds and periodic check-ups of the various cottages. Inquiries on the wards will be limited to the Officer checking with the Technician in charge, in the ward office, and ascertaining if all patients are present and everything is in order. If, upon examination, there appears to be an irregularity in the ward supervision that comes within the nature of a public offense, such as intoxication or improper conduct, the Security Officers have the authority to enter the ward for further investigation and action.

9.2 In the event of a disturbance or emergency on a ward, the Technician in charge will notify the switchboard operator who will in turn immediately notify the Security Officer to report to the designated cottage or area. The switchboard operator will then notify the Supervisor's Office.

10.0 REMEMBER, AN ESCAPE OR TROUBLE MUST BE REPORTED AT ONCE TO THE SWITCHBOARD OPERATOR.

10.1 In the event of burglary, illegal entry, theft or any other offense where fingerprints taken at the scene of the crime can be used in the identification and subsequent arrest of the guilty person or persons, do not touch, move or handle anything in or around the scene of the crime.

10.2 If reports of escapes or difficulties are made promptly, it will be possible to have someone on the scene in minimum time. There is a patrol car constantly patrolling the grounds and area. The Security Officer may be promptly reached by the Switchboard Operator.

A. REMEMBER, this unit is here to help YOU preserve law and order, protect the lives of our patients and personnel, and to protect State property. It is only with complete cooperation on your part that the Security Unit can function effectively.

B. In revising these regulations we have incorporated more detailed thinking both for the benefit of our employees and visitors to our institution. It is apparent that although the Security Force has this authority, they must use reasonable prudence in exercising this power.

C. Copies of this regulation are to be posted in various conspicuous areas throughout the institution and incorporated within the policy and nursing handbooks.

POLICE POWERS AND FUNCTIONS OF THE SECURITY UNIT

1.0 Recently the Director of the Department of Mental Hygiene requested the Attorney General of the State of California to clarify the authority of the Business Managers of the State Hospitals with respect to authority to regulate

A. Vehicular traffic

B. General police regulations

C. Permission to enter the grounds and inspection of vehicles

The sections noted below represent the conclusions of the Attorney General:

2.0 "State hospitals are authorized to regulate vehicular traffic upon their grounds with respect to speed, place of parking, and type of vehicle permitted to enter."

3.0 "Hospital regulations with respect to vehicular traffic may be established under Vehicle Code section #603, and enforced under Welfare and Institutions Code sections #6562 and #6563 by the Business Manager of the institution, those employees designated by him as police officers and by officers of the regularly constituted police authority having jurisdiction of the area."

4.0 "Permission to enter the grounds of a State hospital may be given on condition that an inspection of the person or vehicle may be required to determine whether or not articles detrimental to the welfare of patients are being taken into the institution (alcoholic beverages and/or weapons) or State property is being removed. Proper notice of this regulation being given, search may be made by police officers of the institution where they have reason to believe there is a violation of the regulations or a public offense is being committed."

5.0 Your attention is also invited to section #6562, California State Welfare and Institutions Code, which designates the Business Manager as principal peace officer for the institution and places the responsibility for appropriate regulations to insure compliance with this section.

6.0 "The Business Manager may, with the sanction of the Superintendent, establish rules and regulations, not inconsistent with law, for the government of the hospital buildings and grounds. The Business Manager shall preserve the peace thereon and arrest or cause the arrest and appearance before the nearest magistrate for examination, of all persons who attempt to commit or have committed a public offense thereon."

7.0 "Any person who knowingly or wilfully violates the aforementioned rules and regulations may, upon order of the superintendent or business manager, be ejected from the buildings and premises of the hospital."

8.0 The Welfare and Institution Code also specifies under Section #6563 the function of a police or security force and directly places the security of the personnel, buildings and grounds, directing and handling all phases of traffic problems, maintaining an identification bureau, handling routine and special investigations and emergencies that may arise at any time with the same powers as any metropolitan police officer.

OPERATING PROCEDURES GOVERNING UNAUTHORIZED ABSENCES

1.0 The following procedures governing escapes are published for the information of all concerned. For guidance, we are listing in order of priority the steps to be taken.

A. When it has been determined that a patient is missing, ward personnel will notify the switchboard operator. The switchboard operator will notify the Security Office at once. In the event there is no one on duty within the Security Office, the red light on top of the Administration Building will be turned on to call the Security Officer. In the meantime, personnel on the ward should search the immediate vicinity of the ward to be sure that the patient is not somewhere close by.

B. The switchboard operator is to notify the Nursing Service Office.

C. The Security Office will be responsible for the compilation of all information and the proper notification of persons and agencies concerned. In the event of an emergency, the policy group will be notified. Under all circumstances, the Medical O.D. must be notified.

D. The Security Office is to notify all law enforcement agencies in Sonoma County and request the Sheriff's Office to send an all-car broadcast and Statewide teletype, when situation or type of patient indicates that such action is necessary.

E. The Security Office will initially investigate the immediate area surrounding the hospital and general grounds.

F. Car patrols and all persons engaged in the search will be under the direction of the Security Officer or his alternate.

G. All officers engaged in the search will check in with the Security Office for instructions, prior to commencing search.

H. The officer on duty in the Security Office will handle all incoming calls pertaining to an unauthorized absence. Until notified of apprehension, the switchboard operator will place all such calls through the Security Office.

I. The patrol car will work with the officers of outside agencies throughout the investigation. All additional cars to work as directed by the Security Office until released.

APPREHENSION

2.0 All those who are being returned from unauthorized absence will be brought to the institution by the first available transportation. If uninjured, the patient will be taken to the Security Office for interrogation before any other stops are made. If injured, they are to be taken immediately to the hospital for medical aid.

SECURITY

SUBMIT IN TRIPLICATE

DATE_____

NO._____

INDUSTRIAL SHOP WORK REQUEST

NORMAL ( ) URGENT ( ) EMERGENCY ( )

TO: HOSPITAL INDUSTRIES SUPERVISOR

FROM:_____

WORK REQUIRED IN DETAIL:_____

_____

_____

_____

_____

REQUESTED BY:_____

APPROVED BY:_____

APPROVED:_____
Hospital Industries Supv.

DISAPPROVED:_____

_____

_____

COMPLETION DATE:_____

LIST PROPERTY NUMBER OF FURNITURE OR EQUIPMENT SENT FOR REPAIR.

COMMENTS:_____

_____

_____

WORK RECEIVED IN SHOP:_____

INDUSTRIAL SHOP - MAINTENANCE POLICY

1.0 The Industrial Shop includes the Mattress Maker-Upholsterer and Seamer positions. Following are two lists showing the general responsibilities of each of these positions.

MATTRESS MAKER-UPHOLSTERER

1.1 Manufacture and repair of mattresses.

1.2 Manufacture and repair of pillows.

1.3 Furniture fabric replacement and general repairs.

1.4 Manufacture of drapes.

1.5 Repair of beds and cribs.

1.6 Manufacture and repair of tarpaulin type coverings and awnings.

1.7 Install and/or repair of curtain rods and venetian blinds.

1.8 Repair and re-upholstering of truck and car seats.

1.9 Manufacture and repair of miscellaneous small items.

SEAMER

2.0 Manufacture and repair of heavy clothing, camisoles and other restraint materials.

2.1 Manufacture and repair of heavy cloth items.

PROCEDURES

3.0 The procedure to secure any of the above services of either Industrial Shop employee is:

A. All requests for service will be indicated on an Industrial Shop Work Order made out in triplicate.

B. Industrial Shop Work requests will be submitted to the Business Office for approval before being sent to the Industrial Shop.

C. No work will be performed unless the request is submitted properly, on the appropriate form.

4.0 If the request cannot be acted upon within a reasonable length of time all copies of the order will be returned to the sender with reasons noted for either the disapproval or temporary delay. If the request is approved, one copy will be returned to the originator indicating approval.

SALVAGE POLICY

1.0 Supplies and equipment items such as furniture and appliances becoming surplus (surplus includes surveyed items) to the needs of this hospital are disposable through four methods, all governed by State Rules and Regulations and established policy.

1.1 In order in which they must be used, these four methods are:

A. Disposal to another State Agency.

B. Disposal to a contractor holding the current contract for the purchase of such items.

C. Disposal to the public by means of sealed bids.

D. Disposal to the scrap yard (useable parts to maintenance).

2.0 Department heads are requested to notify the Business Office of items becoming surplus.

A. They will be reviewed and disposition recommended.

B. On approval of the Assistant Superintendent, Business Services, action will be taken for disposal.

3.0 If disposition is made to the public, notices will be posted in appropriate places.

3.1 Employees are requested to wait until surplus items are advertised and not to seek advance information from Business Services.

A. Employees will receive early advice on all surplus materials available to the public.

3.2 The sale of such surplus items to the public must be properly conducted to avoid the possibility of criticism that the hospital is favoring employees only.

4.0 A survey will soon be made of our Salvage Yard and other appropriate areas following which disposition will be determined on any surplus materials available.

4.1 Everyone will be notified by posted announcement of all future requests to bid on surplus items.

EQUIPMENT TRANSFERS

5.0 Transfer of equipment is only by authority of your Area Supervisor and person designated in Nursing Service staff.

A. All requests for transfer must be in writing, approved and sent to Property Clerk before transferring.

B. A copy of the transfer will be sent to the ward the equipment is transferred from and a copy to the ward it is transferred to.

C. This copy of the transfer should be put with the current inventory of your department and kept on file until the next inventory when it may be destroyed.

5.1 If you receive a transfer and not the equipment, notify your Area Supervisor at once.

A. The request for transfer should always include the property number.

SURVEY OF DISCARDED EQUIPMENT

6.0 If equipment is discarded by maintenance or any other department, the ward will be notified.

A. If the equipment is missing for some time, the ward should check to see if it was discarded.

B. If equipment was discarded, a notice is to be sent, IN WRITING, through the Area Supervisor to the Property Office.

6.1 The Property Office will then survey (remove from accountability) or transfer off your records.

A. If the item was surveyed you will receive a memo stating it has been surveyed (copy of memo will also be sent to Property Office).

B. This memo must be filed with your current inventory and stay with it until the next inventory period.

C. The Technician II is responsible for keeping the inventory records on the wards as complete as possible.

EQUIPMENT TO MAINTENANCE

1.0 Equipment sent to maintenance must be accompanied by a work order approved by the Area Supervisor.

1.1 Shipping tag , which may be ordered from the Commissary, containing the following information must be securely attached to each item being sent in for repair.

A. The ward name and number

B. The name of article (table, chair, etc.)

C. The property or serial number

2.0 If more than three or four items are being sent to be repaired at one time, maintenance must be contacted and permission received to send articles.

2.1 Arrangements must be made through maintenance for transportation of the items.

2.2 A book should be kept on the ward which is to contain a record of all equipment sent to the maintenance department. Enter:

A. The article by name

B. The property number

C. The date sent

D. The type of maintenance needed - (broken leg, loose back, paint needed, etc.)

3.0 Enter in Ward Log Book any article sent off for repair.

4.0 When the item is received on the ward, the date it is returned is to be entered in the books.

4.1 If equipment is not returned from maintenance in a reasonable time (from about 15 to 30 days), you should contact the maintenance department and request the status of the item.

A. If unable to get satisfactory information, you should contact your Area Supervisor.

4.2 When any item is received from maintenance it should be checked at once to see if it belongs on your ward or was delivered there by mistake.

A. If delivered by mistake, the ward or department to which it belongs may be located by calling the Property Office or by a memo to them, giving the property number. The correct location may be found by this office in a few minutes.

4.3 DON'T KEEP A PIECE OF EQUIPMENT THAT DOESN'T BELONG TO YOU--YOUR FELLOW WORKER NEEDS IT ON HIS WARD AND IS RESPONSIBLE FOR HIS INVENTORY!!!

MAINTENANCE

TRAFFIC REGULATIONS

Please cooperate by observing the following

RIGHT OF WAY

1.0 Patient will always have right of way on State Grounds

PARKING

2.0 Park on right side of street, headed in right direction.

A. Be observant of parking lines in front of Administration Building

B. No parking on or near corners or near fire hydrants, red zones, service entrances or loading zones.

SPEED

3.0 The maximum speed limit of any vehicle on the grounds will be 20 miles per hour.

STOP SIGNS

4.0 An Arterial STOP sign implies a COMPLETE stop before crossing intersection.

CITATIONS

5.0 Speeding, illegal parking, failure to STOP or other violations will rate a citation, which is made in duplicate. This is termed a COURTESY citation. After consistant violations the employee may lose the privilege of bringing his/her car on State Grounds.

SUPPLEMENTAL RULES -- FOOD SERVICE

FOOD ADMINISTRATOR

1.0 The Food Administrator II is responsible for coordination of food preparation throughout the hospital. The integration of Food Services into the total treatment program is one of the prime objectives of this department.

STATE BOARD OF CONTROL RULE #713-b

2.0 "All officers and employees of the State shall pay for meals received at State Institutions."

A. Employees may bring their own lunches, or may eat at the cafeteria, or canteen, or at home, if time allows. The employees' cafeteria is the only authorized place where employees may "receive meals at a State institution".

MEALS FOR EMPLOYEES

3.0 State Board of Control Rule #713-e:

A. "The sum of 70 cents per single meal shall be charged all persons required to pay for meals at State agencies; provided, however, that coupons or tickets good for 30 meals may be sold to an employee of a state agency or to an employee of any governmental agency, federal, state, or local, who is regularly stationed at the state agency selling such coupons or tickets, at the following rates:

B.	Under 3 years of age	No charge
C.	3 years through 9 years	$7.00 per book of 30
D.	10 years through 15 years	$10.50 per book of 30
E.	16 years and over	$15.00 per book of 30

F. At present, employees may purchase employee meal tickets at a cost of 50 cents or $15.00 per book of 30 tickets.

G. Employees who reside on the grounds may utilize the institutional dining room for their wives or members of their families at the rates indicated above. Employees who reside off the grounds are eligible to utilize a regular employee meal ticket; however, if they wish to bring members of their family or guests to the dining room it will be necessary for them to purchase a regular 70 cent guest meal ticket.

OBTAINING MEAL TICKETS

4.0 Regular employee meal tickets (yellow) - may be obtained from the cashier at the Accounting Office only.

A. Guest Meal Tickets - 70 cents: May be obtained from the cashier at the Accounting Office during regular hours of business (8:00 a.m. to 12:00 m. and 12:30 p.m. to 4:30 p.m.) Monday through Friday. Single guest tickets may be obtained at the Telephone Office after regular business hours. Guest meal tickets for luncheon groups or banquets may be obtained at the Accounting Office only, substantially in advance of the scheduled date for the luncheon or banquet.

VISITING WARDS, SHOPS AND OFFICES

RULE TO BE FOLLOWED

1.0 All visitors and off-duty personnel must secure permission from the supervisor of the unit to be visited or from such other person as may be designated before visiting any wards, shops, offices or other units of the institution.